

## LIMITED ACCESS USER INSTRUCTIONS

### ***Section A - Getting Started***

1. Go to our website at [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov)
2. Click on the CM/ECF Login next to the red and white dive flag on the left side of the welcome page.
3. Familiarize yourself with the Standing Order and Administrative Procedures found under the “Documents” heading on the left side of the page.
4. Review the Skills Checklist under the “Are You Ready” heading.
5. Print off and read through the Creditor/Claimant Filing Manual located under the “Are You Ready for CM/ECF” heading. Pay particular attention to:
  - Section 2 (Converting Documents to PDF)
  - Section 4 (Filing a Proof of Claim)
  - Section 5 (Assignment of Claims)
  - Section 6 (Reaffirmation agreements)
  - Section 7 (Notice of Appearance/Request for Notice).
6. Verify that you have a dependable Internet connection and e-mail program; confirm that you have a scanner and PDF writer capabilities.

### ***Section B - On Line Tutorials***

1. Click on “Creditor Filers” under the “Generic On-line Tutorials” heading.
2. Complete the tutorials under the “Creditor Filers” heading. This will take approximately 30 minutes of your time and will help you become familiar with the CM/ECF screens and toolbars. You will also walk through the process for filing (1) a proof of claim, (2) request for notice, and (3) a notice of assignment/transfer of claim.
3. Additional information included in these tutorials will guide you through the process for converting a document to PDF (portable document format) as well as instructions for attaching that imaged document to your notice, claim, request, etc. This important step in the electronic filing process will be used each time you file a document.
4. When you have completed the tutorials, you are ready to log-in to the Court’s training database and complete your training exercises. If you haven’t already registered to receive your login and password, print off the Limited Use form located under the heading, “ECF Registration Forms” in the center of the website. Fill it out and mail it to the Court. You will receive your login, password and test case number via e-mail.
5. If you have already submitted your registration form and only need a test case number, please contact Kathy Conn at (850) 435-8481 or e-mail her at [kathy\\_conn@flnb.uscourts.gov](mailto:kathy_conn@flnb.uscourts.gov).

For help with any ECF questions, please contact our help desk at 1-888-765-1752 (Tallahassee) or 1-888-765-1751 (Pensacola).